

Meeting Minutes

Room 104

Walt Sullivan Building

Thursday, December 14, 2006

1:30 p.m. to 3:00 p.m.

Monica Abbott, Chairperson, called the meeting to order at 1:30 p.m. Present were: Michelle Robinson, vice-chairperson, JereAnn Nelson, secretary, Pam Spore, Melody Scoble, Barbara Bessey, Erin Ricci, Lindy Davies, Jan Brown, Jackie Williams, Barbara Pepper Rotness, Lynn Eneas, Vicki Schiller-Long, Billie Rusek, Wendy Neumann, Joan Franke, Jennifer Weiss, Cassie Egbert, Colleen Owen, Susan Ockert, and Brandi Hamilton.

Big Brothers and Sisters Presentation: Kathy and Stephanie from the Big Brothers and Sisters organization in Helena explained that this program matches adult volunteers with children aged 6-14 from single parent homes who could use another caring adult friend in their lives. There are two options for participation: a minimum of two hours a week for "Bigs and Littles" to get together for fishing, baking, etc., or a school-based program for adult volunteers who are more pressed for time. In the school-based program, the "big" might meet with his/her "little" for lunch or recess, or to read with the child, etc. As might be expected, the school-based program has less of an impact on the overall well-being of the child than the more labor-intensive program. There is an extensive process involved in matching the adult with the child. Social workers perform background checks for the safety of the children involved. There are approximately 25 boys currently on the waiting list for the community program, so Kathy urged us to pass the word! Additionally, there are approximately 3,500 children from single parent homes in Helena and Big Brothers and Sisters is currently serving 350 of those. Couples can volunteer in tandem to provide companionship for a child as well.

This program is primarily funded by the community through United Way, the State of Montana, and its three big annual fundraisers. It costs approximately \$900 per adult/child match to pay for social workers to perform background and screening checks. Thirty-five percent of their funding comes from the upcoming *Bowl for Kids' Sake* fundraiser. Kathy and Stephanie urged state employees to consider forming bowling teams of 4-5 team members, collecting individual pledges and then coming out to *Fiesta Bowl* on January 27 and 28 at Sleeping Giant Lanes for free bowling, free pizza, free beverages, giveaways and lots of fun! There will be an on-line option this year as well where teams can design their own web page containing team photos, team goals, etc. Kathy will email an information poster to Michelle for display through ICCW representatives which will contain contact information for those interested in participating. Michelle stated that she can circulate

email contact information for the Big Brothers and Sisters representatives to those interested.

Food Share Presentation: Kathy McNeil and Jane Rhodes of the State Personnel Division urged those present to consider participation in an international competition, which is new to Helena thanks for Jane Rhodes, entitled "Canstruction." Volunteers design and construct creative structures using canned or boxed food at Capitol Hill Mall during the week of January 22 through 26. The structures will be viewed by the public during the weekend of January 26 through 28. Volunteers would then be responsible for dismantling the sculptures at the close of day on January 28 and taking the food to Helena Food Share. There it will be distributed to needy families through the lobby program, where individuals or families can come in and pick out food items, or through the food basket program that supplies three days' worth of food. Please contact Helena Food Share or Kathy McNeil or Jane Rhodes for additional information. Kathy stated that Helena Food Share collected and distributed over a million pounds of food last year and serves over 900 households each month. Jane stated that "Canstruction" has a website for viewing a PowerPoint presentation on several international design winners. The website is a great starting point for design ideas. Monica asked Kathy to email information to her concerning this project for distribution to ICCW members.

November Meeting Minutes: Pam Spore moved for the approval of the November meeting minutes, seconded by Erin Ricci. The motion then passed unanimously.

Treasurer's Report: In the absence of Sheree Isola, Michelle stated that a \$10 check was written for a thank you gift certificate to Leslie's Hallmark for the November Brown Bag presenter. The current checking account balance is \$539.33. For the savings account, the current balance is \$1,718.51.

Approval of Proposed By-Laws Amendments: Monica reviewed three proposed changes to the by-laws from the November general meeting:

ARTICLE IV: OFFICERS AND ELECTED POSITIONS:

Section 11. Subcommittee chairs must submit a monthly report updating the committee of the whole on the progress of that subcommittee [at least 5 days prior to the monthly General Meeting.](#)

ARTICLE V: ELECTION AND VOTING OF OFFICERS

~~Section 4: ... Each agency has one vote in accordance with Article III.~~ [Number of eligible votes is determined by agency allotments in accordance with Article III, Section 1.](#)

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Section 4a: If a voting member is unable to attend the general meeting, the alternate representative must make plans to attend and act on behalf of the voting member.

Regarding a question, Monica and Michelle stated that the Governor's Office made the recommendation to make the number of ICCW representatives proportionate to the FTE contained in the agency represented. Colleen Owen moved for the admission of the by-law amendments, seconded by Pam Spore. The motion then passed unanimously. These by-law amendments will become effective on September 13, 2007.

Training: In the absence of Chairperson Jacquie Gibson, Barbara Bessey reported that brown bags have been scheduled through the end of the year, with the exception of the months of May and June. The subcommittee would welcome any suggestions for speakers/topics for these two "open months." Scheduled brown bag topics include:

- ❖ December 19: Joan Eliel of the Department of Justice speaking on the Living Wills Registry
- ❖ January 18: Legislator Christine Kaufmann
- ❖ February 15: Mark Scow presenting on "Power from Within"
- ❖ March 15: Lynn Long of the State Personnel Division regarding job descriptions and the broadband conversion
- ❖ April 19: Sheila Hogan of the Career Training Institute speaking on "Barriers to Achievement"

The subcommittee is also researching a mentoring program and asked for the group's input on whether they should concentrate on one of three mentoring options: state employee to state employee, state employee to an outside group like the Florence Crittenton Home, state employee to young children and/or high school students. Michelle asked that the subcommittee spend some time determining how many individuals might be needed to take on a project like this, for all of the suggested categories, and report at the next meeting. This will provide us with a gauge as to the magnitude of the involvement needed to accomplish these aims.

Excellence in Leadership (ELA): Vicki Schiller-Long and Pam Spore co-chair this subcommittee. Vicki stated that they met on December 7 with Lindra Davies of the 30-year celebration subcommittee. These two subcommittees will join forces to accomplish the work of both groups and will meet together in January. Vicki is awaiting the receipt of the 2006 ceremony files from former subcommittee co-chair Lisa Mecklenberg Jackson. The subcommittee will review the 2005 and 2006 ceremony videos to determine where to implement the 30-year information. The group took a look at the work plan that was established for last year's ceremony, made some adjustments, and will incorporate the 30-year celebration subcommittee's involvement. Lenore Adams will submit the 2003 and 2004 ELA binders to the Historical Society. This year's ceremony will be held on May 16, 2007 at 2:30 PM to 4:00 PM in the Capitol Building, Room 303. The group will solicit

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funds for major expenses (trophies, etc.) from its corporate sponsors, as it has done in the past.

Pam stated that the group would like to seek approval for a budget of \$400 to cover the cost of flowers for centerpieces and corsages and for refreshments as there is a concern among some subcommittee members that the group is always soliciting donations when it has the money to actually purchase these items. Michelle asked the group to present an itemized request at the next general meeting which would include historical data such as where flowers, etc., were donated in the past and at what estimated dollar amount. The request should also include an explanation as to why donations are not being sought again rather than dipping into the ICCW treasury. Action on this discussion will be postponed pending receipt of the above-discussed itemization. Monica asked the subcommittee to email the report to the officers so that it can be discussed at a planning meeting prior to the January general meeting.

Legislative: No chairperson has been chosen but they're working on that. Lynn Eneas passed out an updated list of legislative bills that might be of interest to ICCW members, compiled by Jeri Duran. Lynn is working on an email list to keep interested members informed of the progress of a particular bill. Email Lynn if you'd like to be included in the bill updates.

30-year Anniversary Celebration: Lindra Davies reported the group will assist the ELA subcommittee to coordinate both events. Lindra will draft a poster advertising ICCW's 30-year anniversary for approval by the general committee and the hope is that the poster will be in final form by January so that it can be displayed during all of 2007.

Preventative Health and Work/Life Balance: Colleen Owen and Erin Ricci are co-chairs of these combined subcommittees. Erin reported that this subcommittee has met twice since the last general meeting. They have met with Diane Arave to partner with the State Wellness Program offerings. They are exploring gym space for use in offering exercise classes, such as yoga, Pilates, etc., and associated liability issues. They hope to persuade area health clubs to offer a more substantial state employee discount. They are exploring having massage therapists available in the workplace once a month at a nominal fee. They also hope to provide a resource regarding affordable exercise programs for sites outside of Helena. Vicki suggested that the group contact Tammy Petersen of the Department of Labor and Industry, or Cheryl Grey, of the Department of Administration, as those individuals have led exercise classes for state employees in the past. These two might have historical insight into how liability issues, etc., were handled in the past. Colleen stated that the group also wishes to explore whether there is a reduction in workers' compensation claims and/or any productivity increases as a result of a healthier work force. Colleen stated that there may be a snowshoeing class offered during the lunch hour near the Capitol complex.

Women's Health Presentation at January general meeting: Monica stated that Diane Arave will present information on breast self-examination at the January meeting.

Department of Revenue survey regarding availability and quality of location for breastfeeding or milk expression:

Pam Spore reported that Department of Revenue Director Dan Bucks has asked ICCW to sponsor an electronic survey, a pilot for Department of Revenue employees, related to 2007 introduced legislation that would require state agencies to provide a location (other than a restroom stall) for breastfeeding or milk expression. Pam asked for the group's approval to have ICCW's name on the Department of Revenue survey. Erin moved for this approval, seconded by Lindra. The motion to allow ICCW's name to be placed on this Department of Revenue employee survey passed unanimously. Michelle asked Pam to share this information with ICCW so that the results could be published on our website.

Meeting Adjourned. Subcommittees assembled for approximately 30 minutes.

Respectfully submitted: JereAnn Nelson, Secretary